

Transportation Logistics Audit Preparation Checklist

Date: _____

Prepared by: _____

Checklist Items:

- Review current transportation policies and procedures
- Gather records of past transportation audits
- Collect data on delivery times and performance metrics
- Verify compliance with local and federal regulations
- Assess inventory management practices
- Evaluate carrier contracts and performance
- Review claims and incident reports
- Conduct employee interviews for feedback
- Prepare documentation for each transportation mode used
- Identify areas for cost reduction and efficiency improvement

Sign-Off:

Manager Signature: _____

Date: _____